**[School or Chapter’s Logo/Letterhead]**

[Date]
[Representative’s Name]
[College/University Name]
[Address]
[City, State, Zip Code]

**Dear [Representative’s Name],**

We are thrilled to invite [College/University Name] to participate in our upcoming **Be a Teacher Day College Fair** on [Event Date], held at [School/Location]. Be a Teacher Day is part of a national initiative dedicated to addressing the current teacher shortage by inspiring high school students to consider careers in teaching and education.

This college fair is an integral part of our event, designed to introduce students to various pathways in teaching and related fields. We believe your institution’s commitment to educational excellence and teacher preparation would greatly benefit our students as they explore options for higher education and career readiness.

**Event Details:**

* **Date**: [Event Date]
* **Location**: [School/Location Address]
* **Time**: [Start Time] - [End Time]
* **Setup Time**: [Time Representatives Can Arrive to Set Up]

As a participating institution, we invite you to bring materials highlighting your teacher preparation programs, scholarships, and any unique opportunities your college offers for future educators. We hope you will also share insights into the application process, financial aid options, and campus resources available to education majors.

We anticipate attendance from approximately [#] students, including juniors and seniors interested in pursuing teaching careers. Please let us know if you would like to host a breakout information session to provide more in-depth information about your programs.

To confirm your participation, please contact us at [Your Email Address] or [Your Phone Number] by [RSVP Deadline]. We would be happy to answer any questions and discuss how we can support your institution’s participation in the event.

Thank you for considering this opportunity to connect with our students and inspire the next generation of educators.

Warm regards,

[Your Full Name]
[Your Role]
[School/Organization Name]
[Contact Information]